



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

January 8, 2002

To: Continuing Care Providers and Facilities

Re: **Annual Statement Filing Instructions**

Dear Sirs/Madam:

As a licensed Continuing Care Provider (CCRC), our law and regulations require you to file an annual statement and notice of major change in the organization by **May 1**. Specifically the law found at O.C.G.A. § 33-45-5 states:

(1) Each authorized CCRC shall file with the Commissioner a full and true statement of its financial condition, transactions, and affairs as stated in O.C.G.A. § 33-45-6. The statement shall be filed annually on or before **May 1** or within such extension of time therefore as the Commissioner for good cause may have granted and shall be for the preceding calendar year (**extension only granted in extreme circumstances**). The statement shall be in such form and contain such matters as the department prescribes and shall be verified by at least two officers of such administrator.

(2) At the time of filing its annual statement, the CCRC shall pay a filing fee as provided in O.C.G.A. §33-8-1. **The fee is \$75.00.**

(3) Change of ownership or principals, requires a new biographical statement (**GID-59**) and Investigative Background Report for each individual changed in the organization. If any of these forms are needed, please advise us no later than March 16, 2001.

(4) Each CCRC must provide an Annual Statement (**GID-60**).

The above information (Items 1-4) must be completed in their entirety and returned to this Office **ON OR BEFORE MAY 1, 2002**. If, for any reason, **any** of the application is incomplete, the filing will be deemed late. If a correct and complete filing, along with the appropriate fees, is not received **ON OR BEFORE MAY 1, 2002**, in accordance with O.C.G.A. §33-45-5, administrative action, including but not limited to, administrative fine, revocation, or suspension will be commenced.

Please note that your financial statement **MUST BE MAILED** to us. We will not accept hand delivered statements -- **NO EXCEPTIONS WILL BE MADE**. Please call me at 404-656-7556 if you have any questions.

Sincerely,

Tammy L. Brewster, Analyst
Regulatory Services Division